

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: CAA2F131 version 002

PRACTICAL EXERCISE SHEET PE1

Title	Perform Tactical Personnel System Functions						
Lesson Number / Title	CAA2F131 version 002 / Perform Tactical Personnel System Functions						
Introduction	The following practical exercise will examine your ability to Perform Tactical Personnel System Functions.						
Motivator	<p>The 2nd Battalion, 2nd Infantry Regiment is preparing to deploy to Iraq as part of a contingency Task Force. As the Human Resources Management Specialist, you are tasked with preparing the manifest for deployment using the Tactical Personnel System. The precise management of this system is paramount to the smooth deployment of soldiers to exercises, airborne operations, and real world missions.</p> <p>As a Human Resource Information Systems Management Specialist, it will be your responsibility to ensure a smooth deployment to exercises, airborne operations, and real world missions all over the globe.</p>						
Terminal Learning Objective	<p>NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td>Action:</td><td>Perform Tactical Personnel System (TPS) Functions</td></tr><tr><td>Conditions:</td><td>Given a requirement to manage the Tactical Personnel System (TPS); a computer loaded with TPS; TPS Manual and a TPS smartbook.</td></tr><tr><td>Standards:</td><td>Perform Tactical Personnel System Functions without error by accomplishing the following: 1) Navigate the TPS Functions with 100% accuracy. 2) Perform individual record updates. 3) Create a Manifest operations. 4) Organize personnel for deployment as part of a task force. 5) View TPS reports. 6) Create an Ad Hoc Query.</td></tr></table>	Action:	Perform Tactical Personnel System (TPS) Functions	Conditions:	Given a requirement to manage the Tactical Personnel System (TPS); a computer loaded with TPS; TPS Manual and a TPS smartbook.	Standards:	Perform Tactical Personnel System Functions without error by accomplishing the following: 1) Navigate the TPS Functions with 100% accuracy. 2) Perform individual record updates. 3) Create a Manifest operations. 4) Organize personnel for deployment as part of a task force. 5) View TPS reports. 6) Create an Ad Hoc Query.
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Safety Requirements	No food or drink is allowed near or around electrical equipment (CPU, file server, printers, projectors, etc) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of electrical storms, you will be instructed to power down equipment.						
Risk Assessment	Low						
Environmental Considerations							
Evaluation	Students must score 70% on the practical exercise before moving on to the lesson test.						

**Instructional
Lead-In**

There are many duties included in your role as Human Resource Information System Management Specialists (HRISMS). Specifically, you must possess the ability to successfully Perform Tactical Personnel System Functions.

**Resource
Requirements****Instructor Materials:**

Lesson Plan, TPS Users Manual, and TPS Smartbook v2.3.

Student Materials:

1. Answer Sheet
 2. Number 2 Pencil
 3. TPS Users Manual V2.3dNumber 2 Pencil
 4. TPS Smartbook V2.3d
 5. TPS Application
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**Special
Instructions**

- a. Ensure that your name, social security number, course number, class number and date are on the answer sheet.
- b. This booklet contains 10 multiple-choice questions. You will have one class period (50 Minutes) to complete this practical exercise. You must correctly answer 7 out of 10 questions to attain a score of at least 70 percent to receive a GO. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor. You may also draw a line on your answer sheet beneath the last number as a reminder.
- c. All questions have only one correct answer. Make all responses clear and legible on the Answer Sheet. Ensure that the question number in the booklet corresponds to the question number on the answer sheet. Read questions carefully, but move on so that all questions may be answered in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase it completely and then mark your correct answer.
- d. All work on this practical exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this practical exercise, turn in your booklet, Answer Sheet, and scratch paper or other issued materials to the instructor. You will receive further guidance at that time.

DO NOT BEGIN THIS PRACTICAL EXERCISE UNTIL YOU ARE INSTRUCTED TO DO SO.

Procedures

1. What does the acronym TPS stand for?
 1. The Personnel System
 2. Tactical Portable System
 3. Tactical Personnel System
 4. Training Personnel System
2. TPS works exclusively with deployed personnel and will only display which of the following?
 1. Personnel that are assigned
 2. Personnel that have been Manifested (ONLY)
 3. Personnel with a valid deployment date (ONLY)
 4. Both 2 and 3
3. What are the two types of Manifests?
 1. Active and Deployed
 2. Regular and Deployed
 3. Active and Redeployed
 4. Deployed and Redeployed
4. Which of the following contains the three choices the user will have after selecting the Personnel module on the TPS Main Menu?
 1. Service Member, Civilian, and Foreign National
 2. Service Member, Civilian, and Coalition Forces
 3. Service Member, DOD Employee, and Coalition Forces
 4. Service Member, DOD Employee, and Foreign National
5. Which of the following modules allows the user to print the Personnel Summary Report?
 1. Query
 2. Reports
 3. Manifest
 4. Personnel
6. How many pre-formatted reports does the Reports Module contain?
 1. 4
 2. 5
 3. 6
 4. 7
7. Which of the following options does the user have after selecting the Reports Module?
 1. All Deployed Personnel (ONLY)
 2. UIC, and Deployment Date Range
 3. UIC, Task Force, and by Location (ONLY)
 4. Both 1 and 3

8. Which of the following modules allows the user to perform a Rapid UIC Upload?

1. Manifest
2. Personnel
3. Task Force
4. System Administration

9. When creating an Ad Hoc Query how many tables can the user select?

1. 2
2. 3
3. 4
4. 5

10. Which section of the Ad Hoc Query window allows the user to further narrow the search criteria?

1. Sort.
2. Style
3. Filter
4. Range

**Feedback
Requirements**

**SOLUTION FOR
PRACTICAL EXERCISE SHEET PE1**

APRIL 2006

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE**

PRACTICAL EXERCISE

Answer Key

**Perform Tactical Personnel System
Functions**

(DO NOT WRITE IN BOOKLET)

PERFORM TACTICAL PERSONNEL SYSTEM FUNCTIONS

PRACTICAL EXERCISE ANSWER KEY APRIL 2006

<u>Question/Answer</u>	<u>Reference</u>
	Tactical Personnel System Smartbook and Users Manual for TPSv2.3
1. 3	Cover
2. 4	SB Page 23, UM page 11
3. 4	SB Page 6-7
4. 1	SB Page 14-15
5. 2	SB Page 22
6. 3	SB Page 22, UM page 39
7. 4	SB Page 23, UM page 35
8. 4	Page 30
9. 1	Page 36
10. 3	Page 38